



INSTITUTION ARTIST/FACILITATOR
Final Filing Date: November 02, 2006

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation
Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS November 02, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during January/February 2007.

SALARY RANGE(S) As of: June 30, 2006
\$3,493 – \$4,246

MINIMUM QUALIFICATIONS Experience: Two years of experience as a practicing professional artist or as an artist-(craftsperson)-in-residence in one of the following arts disciplines: Visual Arts, Literary Arts, Media Arts, Graphic Arts or a closely related field. And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the education on a year-for-year basis.)

Additional Desirable Qualifications: Group experience in teaching art, demonstrating art or in performing arts is preferred.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
1. Arts organizations, artists, and arts resources
 2. Institutional/hospital goals and objectives in the arts program
 3. Program needs and procedures for fulfilling those needs

EXAMINATION PLAN (CONTINUED)	<div>B. Ability to:</div> <div><div>1. Conduct arts workshops and/or classes for inmates</div><div>2. Communicate clearly and concisely</div><div>3. Interpret and apply rules, regulations, policies and procedures in an institution/hospital</div><div>4. Develop and operate an arts program within an institution/hospital</div><div>5. Develop and maintain a cooperative relationship with institutional/hospital staff, inmates/patients, and community arts representatives and organizations and artists</div><div>6. Effectively communicate arts program needs and objectives to institutional/hospital staff</div><div>7. Effectively communicate institutional/hospital needs and objectives to artists</div></div>
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<div>The Institution Artist/ Facilitator, under general direction, functions as a resident artist and/or arts program facilitator for one or more correctional institutions; the Artist/Facilitator represents the arts program and gives that program a breadth beyond the Artist/Facilitator's own arts discipline; serves as a local artist for one or more correctional institutions doing art and performing arts processes that involve inmates in the arts; accomplishes those tasks necessary for setting up studios and workshops and coordinates support for the creative processes; and does other related work.</div> <div>Positions exist statewide with the California Department of Corrections and Rehabilitation.</div>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS